

November 2, 2004

MEMORANDUM TO: Thomas H. Essig, Chief  
Materials Safety and Inspection Branch, IMNS

FROM: Julie Ward, LMS Analyst/RA/  
Materials Safety and Inspection Branch, IMNS

Maureen Moriarty, LMS Analyst/RA/  
Materials Safety and Inspection Branch, IMNS

SUBJECT: SUMMARY OF COUNTERPART MEETING HELD AT REGION III  
ON SEPTEMBER 28-30, 2004, BETWEEN LICENSING  
ASSISTANTS AND ADMINISTRATIVE COORDINATORS

The materials program annual Licensing Assistants and Administrative Coordinators Counterpart Meeting was held in Region III September 28-30, 2004. The group discussed emergent issues associated with the Licensing Tracking System (LTS). In addition, ADAMS, Fees, and reciprocity and how they relate to LTS were also discussed. The web-based licensing contractor provided an overview of the capabilities of existing software that will be modified.

Attachment: Meeting summary and list of attendees.

cc: John Madera  
Patty Pelke  
Karen Bernardino  
Deborah Hershey  
Colleen Murnahan  
Peter Hart  
Joel Bristor  
Traci Kime  
Sheryl Villar  
Rosalyn Jones  
William Blaney

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<b>OFC</b>	IMNS	IMNS	IMNS
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<b>DATE</b>	10/27/04	10/27/04	10/28/04

OFFICIAL RECORD COPY

**COUNTERPART MEETING  
REGION III  
SEPTEMBER 28 - 30, 2004**

ATTENDEES

John Madera	Maureen Moriarty
Patty Pelke	Julie Ward
Karen Bernardino	Traci Kime
Deborah Hershey	Sheryl Villar
Colleen Murnahan	Rosalyn Jones
Peter Hart	William Blaney
Joel Bristor	

VIDEO CONFERENCE (Wed. 29<sup>th</sup>)

Pat Smith	William Usilton
Tim Harris	Rick Schutz
Bob Bukoski	Jillian Regler

Purpose:

To discuss the Licensing Tracking System (LTS) and the entry of data into the system. Also, to discuss ADAMS and Fees as they relate to LTS.

Background

Each year the Licensing Assistants and Administrative Coordinators meet to discuss topics related to LTS. Representatives from the Office of the Chief Financial Officer (Fees) are also invited. This assures consistency or determines where there may be inconsistencies between Headquarters and the Regional offices. Included in the topics were the discussion of ADAMS, Fee matters, returned mail, and reciprocity as they relate to LTS. In addition, a representative from Versa (the web-based licensing contractor) attended the meeting and conducted a demo of their current COTS (Commercial Off the Shelf) software package and received input from the NRC personnel in attendance. The following summarizes the discussions on each topic:

LTS

- The Issue Date means the same as the last action date. When an action is performed, the Issue Date is changed to reflect the day it was done.
- Licenses due to expire but have an action in the system (renewal) will not show up in LTS as expired as long as the action is entered by the date of expiration. It is important to enter Milestone 2's (Enter Administrative Data/Ready for Fee Review) on time. A termination action entered into LTS will not keep a license active if it is expired.

- A Notice of Expiration is a courtesy, not a requirement. These notices are generated once a month and sent out to licensees between 90 - 120 days in advance of the expiration date of their license; e.g., reminder notices for licenses that expire in January run in October. Approximately 60 -100 are generated each month. Most licensees get Letter "S". These customers have NUREG's. Those without NUREG's that they have to follow for instructions get the old letter.
- The program 'copy auth.user' checks for doctors. When using this, search for last name only.
- When entering institution names into LTS, do not start the name with University, Department, or Army because there are so many of these, e.g., enter University of Michigan as Michigan, University of.
- If two licenses come in for two different people with the same name, make sure to enter them differently in the system, e.g., John D. Smith - enter one as John D. Smith and the other as J.D. Smith. This ensures that when mailings are sent, this person will not receive duplicates.
- Beginning October Region 1 will have 4 branches interacting with LTS instead of 3. They are: Medical, Security/Industrial, Commercial/R&D, Decommissioning.
- When entering a license in LTS, the system should automatically enter the Priority Code, but sometimes this does not happen, so it needs to be checked.
- When entering a Milestone 22 into LTS, enter the worksheet information right away. A Milestone 22 is a completion milestone which means the licensing action (license or amendment) has been issued.
- Region I feels the merge with Region II went fairly well and is working okay.
- When a licensee tries to get rid of material and can't it goes into a 'storage' category.
- When we enter a license application in the system, we put 30, 40, or 70 under 'Docket' and the system will assign the rest of the docket number. The system does not assign 72 dockets. They are entered manually.
- Each licensee has one institution code for all their licenses at the same mailing address. If they have 6 licenses at the same mailing address, they will get the same institution code. If the addresses are different, the institution code is different.
- PEC, the contractor for the new system, would prefer the system assign license numbers instead of the LTS user. This would take away the chance of human error. Ms. Moriarty agrees that this will work, but wants an 'override' option.
- LTS is docket driven; Fees systems are license driven. Both the docket and the license numbers need to be kept in the new system. PEC wants to get rid of the first 2 numbers in the license number (State code), but this cannot be done.

- When entered into LTS, Milestone 19 (Requested Outside Assistance in Review) should stop the clock, then Milestone 20 (Received Response From Outside Assistance Request) should start the clock again, but this is not happening; therefore, there are many actions that are being counted against us as late, but they are not our fault. We want this to work in the new system.
- New Action Types 6 (Decommissioning) and 9 (Environmental Assessment) were created for the purpose of stopping the clock, but they have not been working so the Regions have not been using them. The Regions want further instructions from Headquarters on this matter.
- When an application for a new license and a check is sent to Headquarters or the Regions, the following process takes place:
  - 1.) Administrative review by the LTS user.
  - 2.) Region sends the check to the lockbox. Headquarters sends or walks the check to Fees.
  - 3.) A copy of the application and a copy of the check ( and the original check in the case of Headquarters) gets sent to Fees for their review.
  - 4.) Application Status.
  - 5.) Technical Reviewer either accepts or denies the application.
  - 6.) Program Codes may be modified.
  - 7.) Follow-up.

#### MAIL

- Labels are frequently generated in LTS for mailings, i.e., bulletins, Information Notices, etc. Sometimes the mail is returned to the NRC as undeliverable. If the returned mail is for Headquarters, the LTS coordinator checks to see what type of mail it is, then gives it to the proper person, e.g., Fuel Cycle and Waste Management (40 and 70 docket mail) is given either to the Project Manager or the Licensing Assistant associated with it; 72 docket mail is sent to SFPO, and E-license mail is either given to the Reviewer or she places a call to the contact on the license to see if the correct address and the correct name are on the mailing label/license. Regional returned mail is sent back to the proper Region for follow-up.
- The only NMSS mail that is scanned into ADAMS when it comes to the mail room is mail for Fuel Cycle and Waste Management.

#### RECIPROCITY

- Reciprocity is when a non-NRC licensee comes into NRC jurisdiction. These licensees have a limit of 180 days total out of the year to work in this jurisdiction. They need to be inspected. Region IV wants to know why they have to log all dates because it is very time-consuming. They will ask someone in Headquarters if they can change this requirement so that they do not have to do it anymore.

- RTS (Reciprocity Tracking System) tracks offshore (beyond Federal jurisdiction) licensees.
- Tomas Herrera is a good contact for anyone who has reciprocity questions. He can be reached by phone at 301-415-7138 or by email at [txh1@nrc.gov](mailto:txh1@nrc.gov).

## FEES

- All applications for a new license should have a check with them. Headquarters sends the check to Fees; the Regions send the check to a lockbox.
- A Status 5 (Revoked License) should be a Program Code 03800 (Permanent Shutdown), but a 03800 does not have to be a Status 5. This would occur when a licensee wants to get rid of his material but is having trouble. When the final memo is received stating a license has been revoked, we need to follow up with the Region to make sure they have changed this in the system.
- If an initial application is received without a fee, Fees sends a letter to the licensee stating that they need to pay the application fees and the normal time frame for that is 30 days. If they have not paid, the Regions cannot issue the license until the fees have been paid. If a licensee has an existing license and does not pay the annual fee, there is an Order Revoking License process Fees uses which runs 180 days, after which time they revoke the license and refer the licensee to Treasury.
- If a 314 (Termination Request) is received after the expiration date, we need to notify Fees.
- Fees is upset that they are not being notified of Expired Licenses. They need this information because they pro-rate the license. If a licensee has a license from October 1<sup>st</sup> thru March 31<sup>st</sup> that licensee will only be billed at 50%. Fees uses the Expiration Date of a license as the Termination Date.
- When entering addresses into LTS, we need to abbreviate street, road, etc. because LTS feeds into the Fees system, and they do not have as many spaces as we do, therefore the last few letters may get cut off.
- The Federal Government and Universities are not charged a fee for licenses.
- Fees does not use 'pending' fee categories so when voiding an action, let them know, especially Terminations. When a Termination has been entered into the system (Action Type 5) and the Milestone 22 has not been entered yet, it shows up in Fees' system as a 'pending termination'.
- If a license number is entered wrong, it comes up as 2 separate licenses for Fees. If F11 is entered after a wrong license number is typed, notify Rosalyn Jones (Fees) and Maureen.

## ISSUES/CONCERNS

- Some information currently in LTS is wrong due to human error. The Regions want to be sure they will have access to make changes/corrections in the new system (for old mistakes).
- The Regions want to make sure all of the current LTS data will be captured in the new system.
- Region III would like to pilot the new system or at least sit in on the test phase. They have expressed this to PEC.
- Region III puts all documents with sensitive information into ADAMS as non-publicly available; all other Regions put it in originally as non-publicly available, then make a copy and redact it by blocking out sensitive information, then they put that version in as publicly available. They now have a non-public and a public copy. RIII staff will ask Patty Pelke, their new Branch Chief, if she wants them to switch their way of doing things to coincide with what the other Regions are doing.
- The Regions want Docket Number to be a required field in ADAMS so they can find things easier. When declaring documents, some DPC personnel add it and some do not.
- Annual Invoices are often received by the licensees at the same time renewals are due. The licensees often become confused and send a check for the renewal, but there are no longer renewal fees. These checks get cashed, then the licensee is issued a refund.
- Possession and Storage Only licensees - with intent to terminate - licensees sometimes say that to get around paying Fees. OCFO wants to get rid of the word "intent". Fees may make a new category because these people are under an 'exempt' category so they are exempt from paying fees. They may use these materials again, but say they have the intent not to use them so that they can get around paying the fees.

## ACTION ITEMS

- Ms. Moriarty will find out how many characters Fees systems have to see how much we should abbreviate addresses and maybe not use periods, e.g., when Inc. do not use the period.
- Ms. Moriarty will talk to management about how to use Action Types 6 & 9. Nobody is sure how to use them or how they will be tracked. Will they be counted? Will they take a hit on timeliness?
- Ms. Moriarty will revisit the modification of LTS to stop the clock at Milestone 19 (Requested Outside Assistance in Review) and restart it at Milestone 20 (Received Response From Outside Assistance Request) since sealed sources have 180 days and we only have 90 days, it ends up being counted against us as late. If this was done (the contractor can do it), Actions 6 and 9 would not need to be used. The idea was brought up before and agreed upon by everybody except one Region.

- Should Priority Code 03900 (Decommissioning of Byproduct Material Facilities) be Code 14 (Decommissioning)? Ms. Moriarty will contact Fees regarding this.
- The Regions want the words "Temporary Extension" taken out of the "Notice of Expiration" letter in NUREG 1556, Volume 20 because we do not give extensions. Region III was referred to Donna-Beth Howe who they plan on calling.